

Solicitation No. IFB-SBA170036
Window Cleaning Contract
Senate Office Buildings / U.S. Capitol Bldg. & Capitol Visitor Center (CVC),
Washington DC

PRE-BID MEETING/SITE VISIT
Tuesday, November 29, 2016
10:00 A.M. (ET)

Introduction -- Purpose of meeting is to ensure that everyone visits the work site and understands the requirements and solicitation procedures.

Please bring: IFB-SBA170036 -Solicitation, Attachments 1-8, 14, & Maps

A. Sign- In Roster - Please sign in legibly.

B. Introductions:

Contracting Officer – William Brewster

Contract Specialist --- Donald Fuqua

Contracting Officer's Technical Representative – Kirby Broughton (SOB)

U.S. Capitol Building /CVC Representative – Kelly Woody

C. WELCOME REMARKS –

This is an informational briefing only and does not encompass all solicitation data but is intended to provide an overview of the scope of this effort.

The formal solicitation and any amendments are the only documents that should be relied upon to determine the Government's requirements.

D. Contract Time: The work consists of a Base Bid and 4 Option periods.

E. Deficiencies in Contract Documents: It is the bidder's responsibility to notify (in writing) the Contracting Officer of any ambiguities or deficiencies in the solicitation documents prior to submitting a bid.

F. Partial Bid, Altering the bid quantities will not be considered.

G. Bids are due: December 6, 2016 by 5:00 p.m.; Public Bid Opening will be December 21, 2016 and held in Room 263 of the Ford House Office Building at 10:00 a.m.

G. Please reference the notice at the front of the solicitation ("Offer Delivery Instructions") regarding bid submission. **NO HAND CARRIED BIDS WILL BE ACCEPTED.**

H. Questions will be considered during the site visit; however, bidders must confirm verbal questions in writing. Notwithstanding any remarks or clarifications given at the site visit,

all terms and conditions of the solicitation remain unchanged unless they are changed by amendment to the solicitation. If the answers to conference questions, or any solicitation amendment, are unclear, it is the responsibility of the offeror to seek clarification prior to submitting an offer.

Communications and clarifications concerning the IFB must be submitted in writing through the Contract Specialist/Contracting Officer, by email to dfuqua@ocgoc.gov . Responses to bidders' questions will be shared with all bidders via solicitation amendment.

Amendments to date: Amendment 02 was issued on 11/21/2016 and posted to www.fbo.gov.

I. Important Sections of the Solicitation:

1. Solicitation, Offer and Award Form (SF-33), See Block 14 -- Acknowledge all Amendments, and fully complete blocks 14 - 20.
2. Complete and return the Price Schedule (**Section B Starting on Page 2- middle of page 9**) (Summary Info Continuation Page) of the Solicitation with your bid.
3. Fully complete and return **SECTION K - Representations and Certifications** section of the Solicitation with your bid.
4. Complete and return the Price Schedule (Summary Info Continuation Page) of the Solicitation with your bid.

5. REMEMBER TO SIGN YOUR BID (Solicitation, Offer and Award Form)

10:30 AM – 12:30 PM

Site Walk of All Building locations

Site visit will start at;

- Dirksen Senate Office Building- Conference Room
 - Hart Senate Office Building –Atrium
 - Daniel Webster Page Dorm
 - U.S. Senate Child Care Center
 - Hart Senate Office Building- Exterior
 - Dirksen Senate Office Building –Exterior
 - Russell Senate Office Building – Exterior and Courtyard
 - Capitol Visitor Center (CVC) – Exterior skylights
 - U.S. Capitol Building - Exterior
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Contact:

Donald Fuqua (Cell) - 202.329-6763

Location:

Dirksen Senate Office Building **Room SDG-45**
Corner of Constitution and First Street NE.
Washington, DC 20515

NOTE: Please see ENTRANCE information listed below.

Parking Instructions:

There is Limited Street parking available around the Capitol Hill campus. There is a paid parking around Union Station. You also have commuter transportation such as MARC Train / Metro at Union Station, which is about 3 blocks from the Dirksen Senate Office Building You also have Metro access (Capitol South), See **U.S. Capitol Visitors Center** map.

Entrance:

The entrance to the Dirksen Senate Office Building is on the north side labeled “Entrance Here” shown on map labelled as “U.S. Capitol Visitors Center”.

Maps

There are two maps.

- **“U.S. Capitol Visitors Center”** - Parking and access entrance to Dirksen Senate Office Building
- **“Map showing properties under jurisdiction of the Architect of the Capitol”** – This map will be used as a form of guide through the entire site visit.